



**JUSTICE CABINET
DEPARTMENT OF
JUVENILE JUSTICE
POLICY AND PROCEDURES**

REFERENCES:
505 KAR 1:120
3-JTS-4C-47
3-JDF-4C-45
3-JCRF-4C-27
1-JDTP-3B-19
1-SJD-4C-38
NCCHC Y-A-10, Y-A-11

CHAPTER: Health and Safety Services	AUTHORITY: KRS
SUBJECT: Notification in Emergencies	
POLICY NUMBER: DJJ 411	
TOTAL PAGES: 2	
EFFECTIVE DATE: 4/4/2014	
APPROVAL: A. Hasan Davis	, COMMISSIONER

I. POLICY

If a youth is seriously injured, seriously ill, or attempted suicide the youth's parent or legal guardian, and appropriate personnel within Department of Juvenile Justice (DJJ) shall be immediately notified.

II. APPLICABILITY

This policy shall apply to all DJJ operated or contract programs providing services to youth probated, sentenced or committed to, or placed in the care and custody of, the Department of Juvenile Justice.

III. DEFINITIONS

Refer to DJJPP 400.

IV. PROCEDURES

- A. In case of serious illness, surgery, serious injury, or attempted suicide, the Superintendent or Juvenile Services District Supervisor, ADO or designee shall immediately notify the Facilities Regional Administrator or Regional Director and the Juvenile Service Worker. The facility nurse or designee shall immediately notify the parents or legal guardian. The Deputy Commissioner of Operations and Commissioner shall be notified immediately through the normal chain of command.
- B. When a youth in a DJJ operated or contracted program is hospitalized, the next of kin or legal guardian and the Juvenile Service Worker shall be provided the name, address and telephone numbers of the treating facility. The name of the primary health care provider (if appropriate) shall also be provided.

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- C. The shift supervisor or designee shall document notification in the Individual Client Record. The date, person contacted and the information provided to that person shall be recorded.
- D. Except for serious illness, an incident report shall be completed and sent to the Regional Facilities Administrator or Regional Manager. A notation shall be made on the incident report stating who was notified and the date and time of each notification.
- E. In the case of death, refer to DJJPP (Death of a Youth) for further instructions.

V. MONITORING MECHANISM

Monitoring shall be accomplished by the facility charge nurse where applicable, the Superintendent or Juvenile Services District Supervisor, and the Medical Director or designee.